



OUR LADY OF VICTORY SCHOOL

1626 West Princeton Avenue ⊥ Fresno, CA 93705-3837

Phone: 559/229-0205 ⊥ Fax: 559/229-3230

Website: www.fresnoolv.org

EXTENSION CARE APPLICATION FOR SCHOOL YEAR 2017-2018

Application Date _____ Requested Start Date _____

FEES

Registration Fee\$40.00 per family Date Registration received _____

Early Release Days ONLY Fee..... Date Min Day received _____

Monthly Fee.....

EXTENSION CARE SCHEDULE STUDENT INFORMATION

1st Child _____ Grade _____

_____ Morning Care

_____ After School Care No. of days _____ Which days? _____

2nd Child _____ Grade _____

_____ Morning Care

_____ After School Care No. of days _____ Which days? _____

3rd Child _____ Grade _____

_____ Morning Care

_____ After School Care No. of days _____ Which days? _____

4th Child _____ Grade _____

_____ Morning Care

_____ After School Care No. of days _____ Which days? _____

Extension Care rates are monthly rates. Payments are due on the 5th of each month. Any payments received after the 15th is considered late. A \$15 late fee will be charged to all accounts that are received after the 15th of the month. There is no prorating for any month. There is a \$25 charge for any bounced checks. All holidays were taken into consideration when fees were determined. Drop in fees are \$10 per day per child for morning care and \$20 per day per child for After School Care. Drop in fees are due on the day of use. Children in Extension Care regularly must be registered. Two week notice needs to be given if it is necessary to change the number of days your child/ren will be in Extension Care.

POLICIES AND PROCEDURES

I read, initialed, and understand the EXTENSION CARE PROGRAM POLICIES AND PROCEDURES on the back of this application and agree to abide by them. I affirm to the best of my knowledge the above statements and information are true.

PARENT/GUARDIAN SIGNATURE

Date Signed

EXTENSION CARE HOURS AND FEES 2017-18

HOURS OF OPERATION:

- Morning Care: 7:00A.M. – 7:40A.M.
- After School Care: 3:00 PM – 6:00P.M.
- Early Release Days: Immediately after school – 6:00P.M.

Dismissal Exceptions: Extension Care closes at 1:00P.M. – Friday before Christmas Vacation, Holy Thursday, and the last day of school.

Late Pick-up Fees: Please note: Any child picked up after 6:00P.M. will be charged \$15.00.

AFTER SCHOOL CARE – MONTHLY RATES

<u>DAYS</u>	<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
4-5	\$155	\$213	\$223	\$233
3	\$134	\$183	\$200	\$210
1-2	\$109	\$156	\$161	\$171

MORNING CARE – MONTHLY RATES

Morning rates do not fluctuate based on the number of mornings a child attends during a week.

<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
\$40	\$50	\$60	\$70

EARLY RELEASE DAYS ONLY

Charged yearly and must be paid in advance – no refunds

<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
\$190	\$240	\$290	\$315

DROP IN RATES

Payment for drop in is due the day of use.

Morning Drop In: \$10.00 per day per student

After School Care Drop In: \$20.00 per day per student

POLICIES AND PROCEDURES: **Please initial on items 1-7**

1. FEES

_____ Payments are due on the 5th of the month. If payment is not received by the 15th of the month a \$15.00 late fee will be assessed. In the event the 15th falls on a weekend or holiday, payment must be received or postmarked before the 15th. Any fees not current two consecutive months in a row will result in services being terminated and your child(ren) will be dropped from the program. If a child is dropped from the program for non-payment, a re-enrollment fee of \$40.00 will be charged along with any unpaid fees before the child(ren) can be reinstated. No credit is given for non-attendance.

2. LATE PICK-UP

_____ Parents picking up their child(ren) after 6:00P.M. will be charged a late fee of \$15.00. Payment is due next morning at drop off.

3. DROPPING CHILD(REN) FROM PROGRAM

_____ If you plan to drop your child from the program, a two weeks written notice is to be turned in to the office in order to avoid having to pay the entire monthly fee. Fees will be pro-rated if two week drop notice is given. If no advance drop notice is given, the total monthly fee will be assessed.

4. SCHEDULE CHANGES

_____ You are obligated to pay for any hours contracted. Changes in schedule for an upcoming month must be made in writing and turned in to the office at least two weeks prior. You may obtain a "Schedule Change" form from the office.

5. FOOD/SNACKS:

_____ Children are not offered an after school snack. Please make sure to send your child(ren) with a snack if desired.

6. ILLNESS and INJURIES:

_____ Should a child become ill, parents will be notified to promptly pick up their child. If a minor accident occurs, first aid procedures will be followed. In case of a serious accidental injury, we will make every attempt to contact you before calling 911, when and if appropriate, while continuing to administer basic first aid procedures. All non-routine incidents which result in corrective, preventative, investigative, safety or personnel procedures will be reported to the Diocese of Fresno using the General Liability Accident Report.

7. MEDICATION:

_____ A student is not allowed to carry medication with him/her on the school grounds. Students who need inhalers or other medication must follow protocol established by the school.